

## Weekly Update

Week of January 16, 2017

**Subject:** PR217 Creating and Managing Purchase Orders Course Offered on February 7-8

**Audience:** Agency Training Coordinators, AST Leads, MM Directors, SRM Buyers

The PR217 Creating and Managing Purchase Orders course will be offered on Tuesday and Wednesday, February 7-8, 2017. Below you will find details about the course. **Please forward this message to appropriate staff members within your agency.**

### **Course ID/Title: PR217 Creating and Managing Purchase Orders**

**Description:** This instructor-led course will use knowledge checks and plenty of hands-on exercises to help buyers understand the procedures, tools, information and systems available for successful purchasing. This course will cover the following:

- key terms such as master data, purchasing document types and contract values;
- key concepts such as
  - validating a shopping cart prior to perform sourcing,
  - creating contract and non-contract-based purchase orders,
  - making changes before rather than after a purchase order is “ordered”,
  - monitoring and tracking follow-on documents and changes to a purchase order,
  - adding attachments, notes, terms and conditions to purchase orders
  - Lock Line Item, No Further Invoice and No Further Confirmation; and
- understanding SRM messages and resolving errors.

**Target Audience:** Buyers who create purchase orders

#### **Pre-requisites:**

***The following item(s) MUST be completed before you can register for the classroom training. Completion of the pre-requisite(s) ensures that participants have the necessary knowledge for class. Material covered in pre-requisite courses will not be re-taught in classroom training.***

- SCEIS buyer role is required
- Completion of PR101V SCEIS Foundations of Procurement online course. ([Click here below for more information on PR101V.](#))

## Weekly Update

Week of January 16, 2017

**Class Date(s):****PR217 - February 7-8 – Spring 2017 Details**

**Class Date:** Tuesday and Wednesday, February 7-8, 2017

**Class Time:** 9:00 a.m. to 5:00 p.m. each day

**Class Location:**

SCEIS Training Room 202

1628 Browning Road, Columbia, SC

**Registration Instructions:**

1. In Internet Explorer, use your SCEIS user ID and password to log into MySCEmployee (<https://myscemployee.sc.gov>).
2. In the upper left area of the page, click the MySCLearning tab.
3. Click the "Learning" tile.
4. Complete the pre-requisite, PR101V. In the "Find Learning" tile, use the search box to type in the course ID (PR101V) and click "Go." Find the course title and click "Start Course."
5. After completing PR101V, type the course ID (PR217) in the search box and click "Go."
6. Find the course title and click "See Offerings."
7. Find the class date you prefer, and click "Register Now." (If you do not see "Register Now," you have not completed PR101V.)
8. At the Scheduled Offering box, click "Confirm."
9. Watch for your confirmation email, with class details and instructions.

**If you do not receive a confirmation email, please contact the SCEIS Help Desk using the ticket form found here: <http://www.sceis.sc.gov/requests/>.**

If you have any questions about this message, please email them to [training.sceis@admin.sc.gov](mailto:training.sceis@admin.sc.gov).